



PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.


About JIAT in JKO:

- ☐ The JIAT program on JKO serves those with orders to Afghanistan, Combined Joint Task Force Horn of Africa (CJTF-HOA) and in support of International Security Assistance Force (ISAF). Depending on the area of operation, required training may be organized in JKO as a curriculum consisting of a number of courses, or as individual courses. Pay close attention to the tailored instructions provided in this document, especially with regard to searching for a curriculum or courses.
- ☐ Questions on JIAT can be addressed directly to jiat.program@jten.mil or by calling the JIAT Program Coordinator at (757) 203-5577, OCONUS (312) 203-5577, or CONUS DSN 668-5577.

Getting started in JKO:

- ☐ **Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.jten.mil> and click “OK” on the DoD Warning Banner. In the “CAC Login” box click the “Login using my CAC” link and select your current CAC certificate in the “Select Certificate” pop up box and click “OK.” Non-CAC users follow the instructions provided under the “Login Options” section on the login page to submit an account request to the JKO Help Desk.

First time students are automatically directed to the “My Profile” page to establish a JKO account profile.

Returning students wanting to update your profile, click the  [My Profile](#) link at the upper left corner of the JKO LCMS page.

- ☐ **Create/update your JKO profile.** Complete all required fields (marked by *) on the “My Profile” page, noting specific guidance below regarding your user name, organization and email. **IMPORTANT:** Pay close attention to the information you provide in your profile because it determines how your training completions are recorded and reported, and how you will receive notification of training requirements.

➡ **User Name** – replace the system-default numeric in the box with an easily recalled user name of your choice.

➡ **Primary Organization** – you must designate the primary organization where you work. Training records are segregated and reported by primary organization. To ensure your training completion records are accurately reported to your organization, you must correctly designate the primary organization in your profile.

In the “Organizations” section, click the “Select Primary Organization” link which will open an organizational tree. Continue clicking the arrow button (▶) to the left of the folder to expand the organization structure to the level necessary to identify your primary organization. Once your appropriate organization is highlighted, click “Select Organization” at the bottom of the page to record this selection as your primary organization.

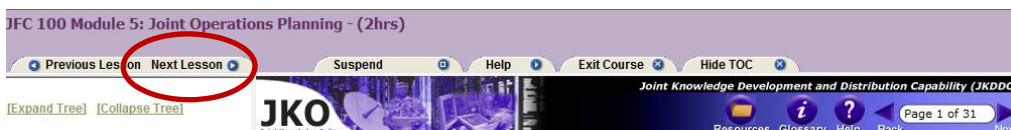
➡ **Business Email** – enter the email address you want to use to receive JKO notifications of training requirements and mandatory course enrollments.

Click the "Save" button at the bottom of the page to return to the JKO (LCMS) main page to begin taking courses.

- The student desktop page is the first display when you login to JKO (once you've established an account). At the top of the page are two tabs: "My Atlas" and "Course Catalog." To find and enroll in a course or curriculum, you need to be in the "Course Catalog" tab. To launch a course once enrolled, you need to be in the "My Atlas" tab. Instructions for course/curriculum enrollment are provided for each specific JIAT area of operations follow below.

➡ Be sure you launch your courses from your "My Training" table in order to receive credit. You will **NOT RECEIVE CREDIT** if you start any course using the "Preview" icon. To return to your student desktop page click the "My Atlas" tab.

➡ Ensure that upon completion of the final lesson of a course, you select the "Next Lesson" button to successfully complete the course.



➡ **To cancel or withdraw from an enrolled course** click the "My Atlas" tab. Fully display your "My Training" table by clicking the "maximize" icon in the top right corner of the "My Training" table. Find the course you wish to cancel or withdraw from and click the "Withdraw" button. You will be asked to confirm that you want to withdraw from the course selected. You can restore the "My Training" table to its original size by clicking on the "minimize" button in the upper right corner of the table.



➡ **JKO course completions** are recorded and tracked in your "My Training History" table. To get there, you need to be on the "My Atlas" tab. Click the "Open My Training History" link in your "My Training" table. All of your JKO course completions are displayed in the table. To open and print a copy of a completion certificate, click on the certificate icon in the "Certificate" column to the right of the course name. If a certificate icon is not in the "Certificate" column, your completion transaction may not have cycled successfully. To fix this, click the "My Atlas" tab and check your "My Training" table to see if the course is still listed there. If so, "Launch" the course and check that all lessons have been completed and are marked with a green check mark. "Resume" the course and you should see a congratulations statement. Now, "Exit" the course and refresh the "My Training" table by clicking on the blue arrows (refresh icon). The course completion will now be recorded and displayed in your "My Training History" table.

JIAT AFGHANISTAN RC-SOUTH ENROLLMENT:

From JKO LCMS student desktop page:

1. Select the "Course Catalog" tab.
2. Select the "Curricula" tab.
3. Type "JIAT" in the open field then click "Apply Filters." A list of the JIAT curriculums will appear.
4. Locate the "JIAT Afghanistan RC-SOUTH" curriculum. Click the "Enroll" button.

5. A **"Curriculum Enrollment"** window will open confirming your enrollment in all the courses of the curriculum.
6. Click **"Continue."**
7. You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum.
8. Select the **"My Atlas"** tab to return to your student desktop page.
9. In your **"My Training"** table of the page, click the button to **"Show Curricula"** (if it's not already selected). You'll now see the **"JIAT Afghanistan RC-SOUTH"** curriculum with the 9 courses that comprise this certification.
10. Click the **"Launch"** button to start a course. Be sure you launch your courses from the **"My Training"** table in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the **"My Atlas"** tab.

IMPORTANT: You will not receive a course completion certificate for each course until all courses within the curriculum are completed, at which time you will also receive an overall JIAT certificate. To check course completion progress, click the **"Open My Training History"** link located on the **"My Training"** table of the page. Locate the apple (🍏) icon on the far right margin. Click the **"Transcript"** link. You will see a list of all passed courses.

When you have completed all courses within the curriculum, you can retrieve all course completion certificates as well as the overall JIAT certificate from the **"My Training"** section. Click the **"Open My Training History"** link within that section. Ensure the **"Show Curricula"** button is selected. Click the certificate icon at the end of the row for the overall JIAT certificate. You can retrieve all individual certificates for the courses that comprise this certification in the same way. Note, however, that the only document you need is the overall JIAT completion certificate. All completion records are retained online in your student account on JKO.

You can download your complete online training transcript located within the **"My Training"** table; click the **"Open My Training History"** link and locate the apple icon on the far right hand margin of the page. Click the transcript link. Your JKO **"Online Training Transcript"** will open in a separate window, allowing you to print and/or download your complete transcript.

JIAT AFGHANISTAN VERSION 3 ENROLLMENT:

From JKO LCMS student desktop page:

1. Select the **"Course Catalog"** tab.
2. Select the **"Curricula"** tab.
3. Type **"JIAT"** in the open field then click **"Apply Filters."** A list of the JIAT curriculums will appear.
4. Locate the **"JIAT Afghanistan Version 3"** curriculum. Click the **"Enroll"** button.
5. A **"Curriculum Enrollment"** window will open confirming your enrollment in all the courses of the curriculum.
6. Click **"Continue."**
7. You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum.
8. Select the **"My Atlas"** tab to return to your student desktop page.
9. In your **"My Training"** table of the page, click the button to **"Show Curricula"** (if it's not already selected). You'll now see the **"JIAT Afghanistan Version 3"** curriculum with the 9 courses that comprise this certification.

- Click the **“Launch”** button to start a course. Be sure you launch your courses from the **“My Training”** table in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the **“My Atlas”** tab.

IMPORTANT: You will not receive a course completion certificate for each course until all courses within the curriculum are completed, at which time you will also receive an overall JIAT certificate. To check course completion progress, click the **“Open My Training History”** link located on the **“My Training”** table of the page. Locate the apple icon (🍏) on the far right margin. Click the **“Transcript”** link. You will see a list of all passed courses.

When you have completed all courses within the curriculum, you can retrieve all course completion certificates as well as the overall JIAT certificate from the **“My Training”** table. Click the **“Open My Training History”** link within that section. Ensure the **“Show Curricula”** button is selected. Click the certificate icon (📄) at the end of the row for the overall JIAT certificate. You can retrieve all individual certificates for the courses that comprise this certification in the same way. Note, however, that the only document you need is the overall JIAT completion certificate. All completion records are retained online in your student account on JKO.

You can download your complete online training transcript located within the **“My Training”** table; click the **“Open My Training History”** link and locate the apple icon on the far right hand margin of the page. Click the transcript link. Your JKO **“Online Training Transcript”** will open in a separate window, allowing you to print and/or download your complete transcript.

JIAT COMBINED JOINT TASK FORCE HORN OF AFRICA (CJTF-HOA) ENROLLMENT:

From JKO LCMS student desktop page:

- Select the **“Course Catalog”** tab.
- Type **“JFC”** in the open field above the **“Title”** column then click **“Apply Filters.”** A list of the JFC 100 and JFC 200 module courses will appear. You will have to paginate through the pages to see all courses. Guidance from CJ-7, CJTF-HOA indicates that the JFC 100 modules 1-8 are mandatory training requirements.
- Click the **“Enroll”** button for the desired course. You must enroll for each course individually.
- Click **“Continue”** in the pop up window that appears.
- You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum. Repeat enrollment for each of the course modules.
- When you've finished enrolling in all courses, click the **“My Atlas”** tab to return to your student desktop page.
- In your **“My Training”** table of the page, click the button to **“Show Individual Courses”** (if it's not already selected). You'll now see the **“JFC”** courses listed.
- Click the **“Launch”** button to start a course. Be sure you launch your courses from the **“My Training”** table in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the **“My Atlas”** tab.

When you have completed the each course, you can retrieve your course completion certificate from the **“My Training”** table of the page. Click the **“Open My Training History”** link located on the **“My Training”** table of the page. Ensure the **“Show Individual Courses”** button is selected. Click the certificate icon (📄) at the end of the row for the course(s). You can retrieve all certificates for the courses completed. All completion records are retained online in your student account on JKO. You can download your complete online training transcript located within the

"My Training" table; click the **"Open My Training History"** link and locate the apple icon (🍏) on the far right hand margin of the page. Click the transcript link. Your JKO **"Online Training Transcript"** will open in a separate window, allowing you to print and/or download your complete transcript.

JIAT INTERNATIONAL SECURITY ASSISTANCE FORCE (ISAF) ENROLLMENT:

The ISAF Joint Individual Augmentee Training (JIAT) curriculum has been replaced by individual ISAF JIAT courses and is no longer available for enrollment as a curriculum. The new individual ISAF courses are: ISAF Basic, J3OP-MN1225; HQ ISAF, J3OP-MN1226; ISAF Joint Command, J3OP-MN1227; ISAF PRT, J3OP-MN1228; ISAF OMLT, J3OP-MN1229; ISAF POMLT, J3OP-MN1230; ISAF Regional Command South, J3OP-MN1231; and ISAF Regional Command West, J3OP-MN1232.

IMPORTANT: ISAF Basic, J3OP-MN1225, is a mandatory pre-requisite for JIAT in support of ISAF, and must be completed prior to enrolling in any other JIAT ISAF courses.

From JKO LCMS student desktop page:

1. Select the **"Course Catalog"** tab.
2. Type **"ISAF"** in the open field above the **"Title"** column then click **"Apply Filters."** A list of the ISAF courses will appear. You will have to paginate through the pages to see all courses. Locate the mandatory pre-requisite course, the ISAF Basic course, J3OP-MN1225.
3. Click the **"Enroll"** button for the desired course. You must enroll for each course individually.
4. Click **"Continue"** in the pop up window that appears.
5. You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum. Repeat enrollment for each of the course modules.
6. When you've finished enrolling in all courses, click the **"My Atlas"** tab to return to your student desktop page.
7. In your **"My Training"** section of the page, click the button to **"Show Individual Courses"** (if it's not already selected). You'll now see the **"ISAF Basic"** course listed.
8. Click the **"Launch"** button to start a course. Be sure you launch your courses from the **"My Training"** section in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the **"My Atlas"** tab.
9. Once you have successfully completed the pre-requisite course, ISAF Basic, you can follow the same steps above to enroll in any other ISAF course if required.

When you have completed the each course, you can retrieve your course completion certificate from the **"My Training"** table of the page. Click the **"Open My Training History"** link located on the **"My Training"** table of the page. Ensure the **"Show Individual Courses"** button is selected. Click the certificate icon (📄) at the end of the row for the course(s). You can retrieve all certificates for the courses completed. All completion records are retained online in your student account on JKO. You can download your complete online training transcript located within the **"My Training"** table; click the **"Open My Training History"** link and locate the apple icon (🍏) on the far right hand margin of the page. Click the transcript link. Your JKO **"Online Training Transcript"** will open in a separate window, allowing you to print and/or download your complete transcript.